



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: November 6, 2023
Re: Approval to Fill Marketing and Communications Manager

Staff presented the proposed Marketing and Communications Manager position to the Finance and Personnel Committee on 10/16/2023 for discussion and on 10/17/2023 as part of the 2024 personnel budget presentation. This position is being included as part of the 2024 budget in order to provide the City with a full-time, dedicated Communications position. Staff would like to begin the recruitment process for this position with the intention of having a candidate available to start in early 2024.

Staff seeks authorization from the Finance and Personnel Committee to fill a Marketing and Communications Manager position with a start date no earlier than January 1, 2024.